

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE

SAN FRANCISCO, CA 94102-3298



March 1, 2004

**To: All Local Exchange Carriers:**

Article 5 of the Public Utilities Code grants authority to the Public Utilities Commission to require all public utilities doing business in California to file reports on their California operations as specified by the Commission.

Carriers are to file two annual reports, the summary of Selected Financial Data and the Affiliated Transaction Report. For your convenience the formats for each of these reports for the calendar year 2003 filing are attached, and should be completed as shown.

Carriers must also file an annual report on operations to comply with General Order 104-A. While the Commission has historically used the FCC Form M format to meet General Order 104-A requirements, carriers may also use FCC ARMIS 43-02 report format for that purpose, as long as there is no loss of the types of data reported, and the level of detail is the same as reported in the Form M format.

Submit the General Order 104-A Report and the Selected Financial Data Report in hard copy and in machine-readable copy using Microsoft Word or Microsoft Excel no later than **March 31, 2004**. Submit the Affiliate Transaction Report in hard copy and in machine-readable copy using Microsoft Word or Microsoft Excel no later than **May 3, 2004**.

Address your report to: California Public Utilities Commission

Telecommunication Division

Financial Report Section, Rm. 3107

505 Van Ness Avenue

San Francisco, CA 94102-3298

The annual reports fall within the Commission General Order (GO) 66-C and Public Utilities Code Section § 583. These statutes address public inspection of reports filed with the Commission.

The Commission staff cautions against the indiscriminate use of Public Utilities Code section 583 to classify as "confidential" information submitted in accordance with the Attachments. It has been the long-term practice of this Commission to release annual reports to the public upon request.

Annual reports are public records and, as such, if they fail to fall within the provisions of General Order No. 66-C or the exemptions of the California Public Records Act (Government Code section 6250 et seq.), they are required to be open to public inspection. Even those records exempted from public inspection may be made public upon a case-specific determination of the Commission that the

public interest in disclosure outweighs the public interest in maintaining the confidentiality of such records (See section 6255 of the Government Code).

The policy of the California Public Records Act and the practices of this Commission favor making public records readily available to the public. Accordingly, if you plan to claim confidential status for any information submitted in your reports, any such claim should be prominently noted and be supported by a detailed explanation of the reasons and facts that substantiate the necessity for confidential treatment. For example, in relying on G.O. 66C, Section 2.2(b), which exempts from disclosure information which, if revealed, would place the regulated company at an unfair business disadvantage, the mere allegation of being placed in an unfair business disadvantage is not sufficient to establish it as fact. More factual support demonstrating how the disadvantage resulting from disclosure of the information could occur is required. Data publicly exposed in other contexts (e.g. corporation annual reports, Security Exchange Commission disclosure filings) should not be claimed to be confidential information when submitted in accordance with the Attachments.

If you request confidential treatment for annual report submissions, use this procedure: file one copy of the full and complete version of the report and one copy of the report with the claimed confidential information removed and the term REDACTED inserted in the blank area. Requests by the public to review documents, for which confidential treatment has been requested, shall be handled pursuant to General Order 66-C.

Failure to file this report on time may result in a penalty as provided for in sections 2107 and 2108 of the Public Utilities Code.

If you have any questions concerning the Annual Report or the Affiliated Transaction Report, please call (415) 703-2883.

Sincerely,

/s/ Michael D/ McNamara  
Michael D. McNamara, Chief  
Carriers Branch  
Telecommunications Division

NAME OF UTILITY \_\_\_\_\_ PHONE \_\_\_\_\_

PERSON RESPONSIBLE FOR THIS REPORT \_\_\_\_\_  
(Prepared from Information in the \_\_\_\_ Annual Report)

	1/1/_____	12/31/_____	Average
NET PLANT INVESTMENT (1)			
Telephone Plant in Service:			
1. Intangible Plant	_____	_____	_____
2. Land and Land Rights	_____	_____	_____
3. Depreciable Telephone Plant	_____	_____	_____
4. Gross Telephone Plant in Service	_____	_____	_____
5. Telephone Plant Under Construction	_____	_____	_____
6. Plant Held for Future Telephone Use	_____	_____	_____
7. Telephone Plant Adjustment	_____	_____	_____
8. Less: Reserve for Depreciation	(_____)	(_____)	(_____)
9. Less Amortization Reserves	(_____)	(_____)	(_____)
10. Less: Accum. Def. Income Taxes & Credits	(_____)	(_____)	(_____)
11. Net Telephone Plant	_____	_____	_____
12. Materials & Supplies	_____	_____	_____
13. Net Telephone Plant	_____	_____	_____

(1) Includes Common Plant Allocations

CAPITALIZATION (TOTAL COMPANY)

14. Common Stock	_____	_____	_____
15. Proprietary Capital (Ind. Or Partner)	_____	_____	_____
16. Capital Stock (Premium, Discount and Expense) – Net	_____	_____	_____
17. Other Paid-in Capital	_____	_____	_____
18. Retained Earnings	_____	_____	_____
19. Common Equity (lines 14 thru 18)	_____	_____	_____
20. Preferred Stock	_____	_____	_____
21. Long- Term Debt & Notes Payable	_____	_____	_____
22. Total Capitalization (Lines 19 through 21)	_____	_____	_____

NAME OF UTILITY _____	PHONE _____
INCOME STATEMENT DATA	Annual Amount
23. Local Service Revenue (California Telephone Only)	_____
24. Toll Service Revenue (California Telephone Only)	_____
25. Miscellaneous Revenue (California Telephone Only)	_____
26. Subtotal (California Telephone Only)	_____
27. Less: Uncollectible Revenue (California Telephone Only)	_____
28. Total Operating Revenue (California Telephone Only)	_____
29. Total Operating Expense (Less: Dep. & Amortiz.) (California Telephone Only)	_____
30. Depreciation Expense	_____
31. Amortization Expense	_____
32. Rent- Lease of Operating Property – Net	_____
33. Property Taxes (Ad Valorem)	_____
34. Other Operating Taxes – Excluding Taxes or Income	_____
35. Total Operating Revenue Deductions (Before income Tax)	_____
36. Federal and State Income Taxes	_____
37. Deferred Income Tax and Investment Credits	_____
38. Total Operating Revenue Deductions	_____
39. Operating Income (Loss)	_____
OTHER INCOME AND EXPENSE	
40. Net Operating Income from Other Utility Operations (Total)	_____
41. Net Other Non-Utility Income and Expense Deductions	_____
42. Income Available for Fixed Charges Before Interest Charges	_____
43. Fixed Charges	_____
44. Income Before Extraordinary and Delayed Items	_____
45. Extraordinary and Delayed Items – Net of Income Tax	_____
46. Net Income (Loss)	_____
47. Preferred Stock Dividends	_____
48. Income Available for Common Stock	_____
49. Common Stock Dividends	_____
OTHER DATA (CALIFORNIA TELEPHONE UTILITIES)	
50. Amount of Compensation Charged to Operations Expense	_____
51. Payroll Capitalization to Utility Plant _ Telephone	_____
52. Total Compensation of Employees by Month	_____
53. Interest Charged to Construction	_____

## **Attachment B**

### **2003 CALENDAR YEAR AFFILIATE TRANSACTION REPORT**

1. Each utility shall list and provide the following information for each affiliated entity and regulated subsidiary that the utility had during the period covered by the annual Affiliate Transaction report.
  - Name;
  - Form of organization (e.g. corporation, partnership, joint venture, strategic alliance, etc.);
  - Brief description of business activities engaged in;
  - Relationship to the utility (e.g. controlling corporation, subsidiary, regulated subsidiary, affiliate)
  - Ownership of the utility (including type and percent ownership),
  - Voting rights held by the utility and percent;
  - Corporate officers;
2. The utility shall prepare and submit a corporate organization chart showing any and all corporate relationships between the utility and its affiliated entities and regulated subsidiaries listed in #1 above. The chart should have the controlling corporation (if any) at the top of the chart; the utility and any subsidiaries and/or affiliates of the controlling corporation in the middle levels of the chart and all secondary subsidiaries and affiliates (e.g. a subsidiary that in turn is owned by another subsidiary or and/or affiliate) in the lower levels. Any regulated subsidiary should be clearly noted.
3. For a utility that has individuals who are classified as "controlling corporations" of the competitive utility, the utility must only report under the requirements of #1 and #2 above any affiliated entity that either a) is a public utility or b) transacts any business with the utility filing the annual report excluding the provision of tariffed services.
4. Each annual report must be signed by a corporate officer of the utility stating under penalty of perjury under the laws of the State of California (CCP 2015.5) that the annual report is complete and accurate with no material omissions.
5. Any required material that a utility is unable to provide must be reasonably described and the reasons the data cannot be obtained, as well as the efforts expended to obtain the information, must be set forth in the utility's annual Affiliate Transaction Report and verified in accordance with Section I-F of Decision 93-02-019.
6. Utilities that do not have affiliated entities must file, in lieu of the annual transaction report, an annual statement to the commission stating that the utility had no affiliated entities during the report period. This statement must be signed by a corporate officer of the utility stating under penalty of perjury under the laws of the State of California (CCP 2015.5) that the annual report is complete and accurate with no material omissions.